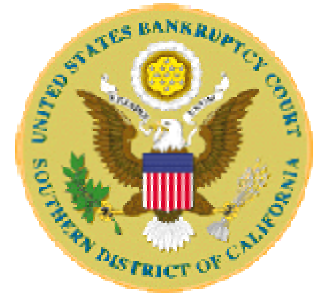


CM/ECF Claims Training



Hello Interested Claims Filers,

Welcome and thank you for taking your first step in filing claims with the Southern District of California Bankruptcy Court.

In order to complete claims training, first contact Elaine Grover at 619.557.6776 or elaine_grover@casb.uscourts.gov. She will register you in our claims training system and then forward your information to me.

I will send you via Email a training case number, a CM/ECF Claims training login and password, and instructions for the Claims training. The Attorney/Trustee Online Manual will be your main resource for filing procedures (<http://www.casb.uscourts.gov/html/prochomepage.htm>). Our goals for you to achieve through this training are outlined in the Claims Training Objectives listed below.

When you complete the training exercise contact me and I will review your claims register report. If all is okay, we will Email your 'live' CM/ECF claims login and password, and you can begin to file claims. If there are areas of concern with your filing, I will work with you.

If at any time you have any questions give me a call or Email. Thank you and good luck!

Susana Estrada, Education Specialist
susana_estrada@casb.uscourts.gov
619.557.6776

Training Objectives

When you complete the claims training, you will be able to:

- Ensure you that have the hardware, software and PACER requirements
- Access the Attorney/Trustee Online Manual
- Utilize the Claims procedure
- Complete a proof of claim form
- Print a proof of claim form to a PDF file
- Access the CM/ECF training database
- File a proof of claim electronically
- Add a creditor to the CM/ECF system
- Verify the claim in the Claims Register Report